

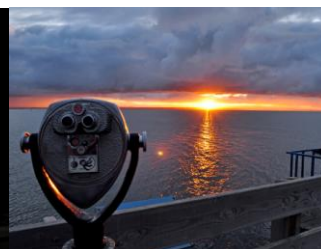


CITY OF WESTPORT POLICE DEPARTMENT

POLICE CHIEF

Salary \$66,000 - \$78,000
Plus Excellent Benefit Package

APPLY BY
Friday, May 30, 2014



The Westport Community

Population: The 1990 census reported Westport's population at 1,892. The 2000 census reported the population at 2,137. The 2010 census reported the population at 2,099. This equates to an approximate decline of 2% growth in population over the last 10 years. The County's population growth from 1990 census to 2000 census was 4.52% and from 2000 to 2009 was 5.1%. The 2013 population for the City was estimated at 2,110.

Tourism and Recreation: The beach atmosphere is a natural attraction for recreational users. The Harold Hardy Light Trail was built in 1993. It begins at the Ocean Ave. State Park runs north to the Westhaven State Park approximately 1.2 miles. The second phase of the Light Trail was completed in 2003. It continues from Westhaven State Park to the Viewing Tower at the Marina. It is also approximately 1.2 miles making the full length of the trail 2.4 miles long one way. This is used by numerous locals and visitors for a refreshing walk and scenic view of the ocean.

The South Beach Historical Society leases and operates the Maritime Museum. In 1998, the Historical Society led the way in having a facility constructed to house the Destruction Island Lighthouse Fresnel Lens. They have recently obtained ownership of the Grays Harbor Lighthouse (the tallest lighthouse in Washington State) and conducts tours throughout the tourist season.

There are many events held throughout the year that attract tourists and the city swells to over 5000 visitors. The Chamber of Commerce sponsors the Crab Festival, Blessing of the Fleet & Parade, Street Rod Show & Shine, and Seafood Festival. Other events held are the Kite Festival, Old Fashioned 4th of July, Blues Festival, Run for the Light, Rusty Scupper's Pirate Daze, Surfrider Surf Competition, Art Festival, and Salmon Tales. Westport is often referred to as the "Salmon Fishing Capital of the World."

Business and Industry: In the 1970's Westport once thrived as a fishing town with an accumulation of 226 sports fishing vessels and a commercial fleet of 1,000 boats. In 2014, the sport fishing fleet is approximately 25 boats and the commercial fleet is approximately 250 - primarily due to the Boldt decision on the Indian fishing rights in the late 1970's and WA Dept. of Fish and Wildlife regulations. Westport's industrial businesses consist of the Westport Shipyard that builds World Class yachts and fish processing businesses that sell both retail and wholesale to outside markets.

Westport is Washington's largest fish landing port. The Port of Grays Harbor Westport Marina is the largest coastal marina in the Pacific Northwest and offers moorage space for 600 charter, commercial and sports fishing vessels.

City Governance

The City of Westport has a history of being well governed and managed. A strong Mayor governs the City. The 5 member City Council, including the Mayor, enacts local ordinances and resolutions, adopts the annual budget, reviews and approves the annual comprehensive plan, conducts public hearings and establishes policy. The City Administrator reports to the Mayor and is responsible for day-to-day operation of the City. The City provides a full-range of municipal services with an annual operating budget of approximately \$8,000,000 and 28 fulltime employees.

The Police Department

The Police Chief is a member of the City's senior management team and a recognized community member. Reporting directly to the City Administrator and Mayor, the new Chief will take command of a police agency charged with providing police services to a community with racial and cultural diversity, and a variety of socio-economic factors. Aggressive and effective leadership needed to address this growing community and resulting fear of crime on the part of the residents. The Police Chief will have a strong commitment to customer service, dedication to policing and community problem solving which involves the citizenry, and an understanding of the importance in managing crime, public order and sending the message that Westport is a great place to live. The successful candidate should have broad experience in all areas of a municipal police department including patrol, gang control and abatement, criminal investigation and administration with an established, successful record of effectively managing the activities and functions of a police department comparable or larger in size and complexity to the Westport Police Department.

The 2014 Police Department Budget is \$892,000. The Department employs 1 Chief, 1 Lieutenant, 5 Officers, and 2 clerks.

The Position

The Police Chief supervises, directs and coordinates activities of the Department by performing the following duties:

Operations and Administration: Assume full management responsibility for all Police Department

services and activities. Manage staff, programs, and operations. Provide technical and administrative direction, develop and monitor budgets, recommend policies and procedures, participate in collective bargaining and address identified issues and problems within the department. Coordinate the solution of personnel, fiscal and administrative problems through monitoring of departmental activities and emergent situations requiring prompt action or special solutions. Serve on Departmental and other City committees in an administrative capacity.

PD Human Resource Management: Select, train, motivate and evaluate assigned law enforcement personnel; provide or coordinate staff training; work with employees to resolve deficiencies; implement discipline and termination procedures. Provide leadership and assure adequate resources are available to meet established work priorities for the Department. Monitor conformity with Department policies and procedures. Analyze human resource needs and formulate plans to address department human resource needs. Approve or disapprove recommended personnel actions for the department. Initiate and oversee internal investigations or complaints and allegations of police employee misconduct; provide corrective action as required or provide recommendations to the City Administrator or Mayor in consultation with legal counsel when required.

Budget: Under general direction of the City Administrator and Mayor, develop and administer departmental budget, maintain fiscal control over expenditures, including purchasing of equipment and supplies, security and maintenance of equipment and assets, and oversight of contracts for services. Ensure maintenance of appropriate financial records including accounts receivable, accounts payable and payroll. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Program/Project Planning and Implementation: Serves as department project manager for major department programs or initiatives. Develop, plan, gather personnel and other resources, facilitate teamwork, report regularly to City Administrator and other City officials, and take necessary steps to accomplish assignments and maintain and evaluate programs and projects after completion. Serves in a key management role in strategic and long-range planning for the department in conjunction with overall City planning.

Internal Investigations: In compliance with laws, policies and labor agreements, oversee the internal investigation of alleged employee misconduct

including fact-finding, analysis and recommendations regarding disciplinary action. Represent the Department at disciplinary hearings before the Civil Service Commission and for other quasi-judicial hearings and processes.

Contracts/Grants Management: Develop and submit for approval, various Police-related professional service contracts and other inter-agency agreements. Administer contracts. Oversee the development of various internal and multi-agency grant proposals, coordinating City involvement and preparing proposals for submission. Manage implementation and evaluation processes in compliance with grant requirements. Develop fiscal and program reports as required.

Reports: Develop departmental program compliance and fiscal reports, including crime analysis reports. Complete administrative and record-keeping reports. Oversee or conduct studies, reports, analytical or statistical reports.

Technology: Facilitate and promote ongoing research into new approaches, technologies and trends and recommend implementation of programs and equipment to help the Department achieve its objectives more efficiently.

Community Relations: Respond to and resolve difficult and sensitive citizen inquiries and complaints; develop and implement policies regarding interactions with the media. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations. Provide staff assistance to the City Administrator; participate in a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence. Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of law enforcement.

Emergency Management: May be called to a major or other emergency scene at any time, including weekends, evenings or nights.

The Ideal Candidate

The City is seeking a highly ethical, principled and accountable professional Police Chief who has demonstrated leadership and management skills in a comparable environment. The candidate's experience must include diverse exposure to all aspects of municipal law enforcement management and the successful building of partnerships with the community and other law enforcement agencies. The ability to

build consensus from differing points of view and accessibility to the community and departmental employees is essential. The Chief will demonstrate prioritization skills to maximize utilization of existing resources and development of future additional resources, a commitment to customer service, and a record of developing and enhancing effective relationships between the police department and neighborhood organizations, schools and civic/business groups.

The Chief will be able to define clear goals, vision and direction for departmental personnel and have the ability to establish and maintain distinct levels of accountability. The successful candidate will have a commitment to regular and clear lines of communication and interaction with departmental staff, other departments, the City Administrator's Office and the public. The Chief needs to be seen in the community and visibility as well as accessibility to people throughout the community will be important; this same level of visibility will be important in the relationships with the Departmental personnel.

The Chief will be an individual with a strong sense of self who demonstrates the highest levels of personal and professional ethics and who leads by commitment, example and ethical standards, both on and off the job. An awareness and sensitivity to cultural, social and ethnic differences in the population served is essential.

Experience and Training Requirements

- Bachelor's degree in criminal justice, police administration, business administration, or related field. Master's degree is desirable.
- Four years of police management experience with rank of Sergeant or higher.
- Advanced training in police management theory and practice.
- Any combination of experience and training that provided the applicant with the knowledge, skills and abilities to perform the job will be considered.

Necessary Special Requirements

- Sworn law enforcement position: State law requires U.S. citizenship; basic certification or equivalency from the Washington Criminal Justice Training Commission (also available to any successful out-of-state candidate) and thorough police background check.
- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Bi-lingual in English and Spanish is desirable.

Compensation and Benefits

The salary range for the position is \$66,000 to \$78,000 annually depending upon the experience and qualifications of the successful candidate. Job performance salary increases are negotiable and will be included in the employment agreement. The City also offers a competitive benefit package.

Recruitment Schedule

- **Position Open:** **May 2, 2014**
- **Application Deadline:** **May 30, 2014**
- **First Review:** **June 2, 2014**
- **Selection of Final Candidate:** **Open until filled**

Please Note

Candidates who have been separated from commissioned law enforcement activities for more than five years will not be considered. Finalists will be subject to a complete background investigation including polygraph, psychological assessment and medical examination.

The City of Westport is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Selection Process

All applicants must submit a packet including a **resume** (three page—maximum), your **response to supplemental questions** (one page—maximum, per question, using 1” margins and 12 point font), and a detailed (two page—maximum) **cover letter** that describes your experience, leadership style and why you are interested in the position. **Please do not include any additional documents.** All packets are due by 5:00 p.m. on Friday, May 30, 2013. Packets must be submitted to the City of Westport Police Chief Search and to the attention of Margo Tackett. Electronic packets are preferred.

Mailing Address: PO Box 505
Westport, WA 98595
Attention: Westport Police Chief

Email: Margo Tackett clerk_treasurer@ci.westport.wa.us

Questions: Randy Lewis, City Administrator
Washington Association of Sheriffs and Police Chiefs
Phone: (360) 292-7959 Email: city_administrator@ci.westport.wa.us

Supplemental Questions

1. What role does crime prevention play in the larger policing scheme of a policing strategy? Explain your experience with implementing progressive crime prevention approaches and how those steps impacted community safety in your last police agency.
2. Explain your communication style and the steps you would take to enhance communications both internally to police employees and externally to a community that wants to be informed.
3. Westport is a community that wants its Police Chief to very much be part of the community. Please describe your experience with community engagement and what steps you will take in the first 90 days to become part of the community.
4. Westport is a community that would like to develop a community “Crime/Block Watch” and/or a “Volunteer Citizen Patrol” program. Please describe your experience in developing or administering volunteer policing services.